

**ePurchasing
Vendor Training
Materials**

Spring 2003

FMIS VENDORS

A. Vendor Name Field

1. Vendor/Payee names are established according to order forms, invoices or other documentation. Vendor name is limited to 30 characters. Common words are abbreviated rather than words crucial to recognizing the official business name.

Common words are uniformly abbreviated even if the full vendor name is within the 30 character limitation.

Refer to the attached listing of common word abbreviations for vendor names.

Note: In some exceptional situations, when the vendor name is extremely long, additional word abbreviations may be required to meet the 30 character limitation.

2. If a vendor name begins with "a", "an", or "the", these words are omitted:

The Durham Print Shop	<u>Reflected In Vendor File As:</u> Durham Print Shop
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3. If "a", "an", "the" are within a name that exceeds 30 characters, these words are omitted:

American Association of the Lab Animal Science	<u>Reflected In Vendor File As:</u> Am Assn of Lab Animal Science
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4. Asterisks (*) are used to mark the last name for name rotation purposes. Vendor search will be based on a "Last name First Name" basis while UHGA checks will be issued on a "First Name Last Name" basis.

Tom K. Combes	<u>Reflected In Vendor File As:</u> Tom K*Combes
Daniel Fernandes Florist Inc	Daniel*Fernandes Florist Inc

Note: Check will be issued to "Tom K Combes" but vendor searching and reports will be listed and sorted as "Combes Tom K".

5. Commas, apostrophes, periods, and slashes are not used in the name field.

Al's Carpet Center	<u>Reflected In Vendor File As:</u> Als Carpet Ctr
A/1 Lock and Key Service	A1 Lock & Key Srvc

6. Hyphenated Names are entered as two units. A space is used in place of the hyphen.

Mary Case-Brown	<u>Reflected In Vendor File As:</u> Mary*Case Brown
Liliha X-Ray Service	Liliha X Ray Srvc

7. Signs are used if it is accepted as part of the vendor's name.

@
+
#

Reflected In Vendor File As:

@ Once
A + Welding
R & R #2

8. Ampersand "&" is used in place of "and":

American Telephone and Telegraph

Reflected In Vendor File As:

AT & T

9. Initials of the vendor are established if directed by the vendor's remittance invoice. Spaces are not used to separate initials.

W W Grainger

Reflected In Vendor File As:

WW*Grainger

10. Vendor acronym name will be spelled out in the Vendor Table if available.

ASCE

Reflected In Vendor File As:

Am Soc of Civil Engineers

11. Acronyms are added to the vendor file when the vendor is only using its acronym name and does not indicate what the acronym represents.

ISCH

Reflected In Vendor File As:

ISCH

12. Prefixes such as De, Du, La, Los, Mac, Mc, San, Van, O, are included as part of the last name with no space separation.

Michael Van Sickle
Paul Mc Adams
Mary O'Hara

Reflected In Vendor File As:

Michael*VanSickle
Paul*McAdams
Mary*OHara

13. Mr., Mrs., Ms., Miss, Dr. or professional credentials are not reflected.

Mrs. Jane Long
Dr. Ryan Iwamoto
David Logan M D
Maryann Ishikane R N

Reflected In Vendor File As:

Jane*Long
Ryan*Iwamoto
David*Logan
Maryann*Ishikane

Exception: Professional credentials are used if it is part of the corporate name.

Frank A. Farren M. D. Inc

Reflected In Vendor File As:

Frank A*Farren MD Inc

B. Vendor Alias

The Alias file allows assignment of assumed names or "aliases" to a vendor. The alias will never be used to cut a check, but it will point you to the official vendor name that the check will be made payable to. Under the **Alias** column a “Y” indicates yes this is an alias and a “N” indicates no this is not an alias. Aliases are created for the following types of vendors:

1. Acronym Vendors - (acronym - "a word formed from the initial letter or letters of a word")

Vendor file reads official name **Am Soc Composers Authors Publ**

Invoice reads American Society of Composers Authors and Publishers and the remit to is ASCAP or invoice reads ASCAP make check payable to Am Society of Composers Authors and Publishers

Alias file reads ASCAP

2. Vendor commonly known under another name

Vendor file reads **Boise Cascade Ofc Prod Corp**

Invoice reads **Boise Cascade Office Products Corp.**

Alias file reads Hopaco

3. Vendor names over 30 characters that have been abbreviated for update purpose and cannot be clearly identified in vendor search

Vendor file reads **Accred Coun for Cont Med Ed**

Invoice reads **Accredited Council for Continuing Medical Education**

Alias file reads **Accredited Coun for Continuing**

4. **DBA (doing business as) name** is part of the official vendor's name as indicated on the invoice:

Vendor file reads official name as **BYC Inc dba Signs Plus**

Invoice reads **BYC Inc dba Signs Plus**

Alias file reads **Signs Plus**

C. Vendor Address Field

1. Order and remittance addresses are established according to order forms, invoices or other documentation. Four (4) address lines are available, each limited to 30 characters. Common words are abbreviated rather than words crucial to recognizing the official order and remittance addresses.

Common words are uniformly abbreviated even if the full vendor address is within the 30 character limitation.

Refer to the attached listing of common word abbreviations for vendor addresses.

2. Commas, apostrophes, and periods are not used in the address field.

.....
P.O. Box 398

Reflected In Vendor File As:
PO Box 398

3. The Post Office reads an address from bottom to top. Therefore, the lower lines will include the most important address information (i.e. PO Box, street address). Attention, in care of, suite number, room number, apartment number, Doing Business As (DBA), and other designations (schools, departments) will be reflected on the top address line.
4. City, state, country, and zip codes are separate fields.

- a. Standard two-letter state abbreviations are used.

....
Hawaii

Reflected In Vendor File As:
HI

- b. Standard two-letter foreign country abbreviations are used.

.....
Canada.....

Reflected In Vendor File As:
CA

- c. 9-digit zip codes will be used whenever available, otherwise 5-digit zip codes will be used.

D. “V” Vendor Notes and References

“V” vendor Notes and References on the vendor file are created by using the exclamation point “!” in the address field. The “!” is used so the information typed will not print on check. The following Commands are utilized on the vendor file:

	COMMANDS	DESCRIPTION
1	!CONTACT DISBURSING	Conditions that we should not be paying the vendor include: B-Notice State Levy IRS Levy Garnishment
2	<u>!Former remittance address and date of change MM/YY</u>	Former remittance address on address line 4 is copied to facilitate processing payment on old/new invoice usage by vendor and date when change made
3	!All remittance sent to the above address	Vendor notifies us that all payment regardless of different remittance address on invoice may be sent to one address.
4	!Assignment (assignor’s name)	Authorized payments to 3rd party
5	! DO NOT USE	Vendor codes ending in zero that must be left on the table to keep related (vendor codes sharing the first 10 positions of the vendor code) vendor codes active (referred to as related suffixes).

PRIMARY ABBREVIATIONS

A. Name

american - AM
associates - ASSOC
and - &
association - ASSN
building - BLDG
center/centers - CTR
committee - COMM
company - CO
corporation - CORP
council - COUN
department - DEPT
division - DIV
incorporated - INC
institute - INST
institution - INSTN
international - INTL
journal - JRNL
laboratory/laboratories - LAB
limited - LTD
manufacturing - MFG
national - NATL
service/services - SRVC
society - SOC
United States - US
university - UNIV

B. Address

apartment - APT
attention - ATTN
avenue - AVE
boulevard - BLVD
building - BLDG
center - CTR
circle - CIR
court - CT
department - DEPT
drive - DR
floor - FLR
highway - HWY
in care of - C/O
lane - LN
loop - LP
number - # or NO
parkway - PKWY
place - PL
post office box - PO Box
road - RD
room - RM
route - RTE
rural route - RR
station - STN
street - ST
suite - STE

VENDOR CODE MATRIX

Requisitioner (Inputs)	Business Office	Example
1. Free Form	1. Must Select Vendor Code. *	P800140
2. Vendor Code Chosen (But vendor name or address is different from invoice.)	2. Must Select Vendor Code. *	P800144
3. Vendor Code Chosen (Vendor name and address are identical to the invoice.)	3. No Action. Vendor Code name and Address selected by Requisitioner matches invoice.	P800143
* - If no vendor code exists, submit FMIS-12e.		

Vendor Search Exercises
(Spring 2003)

1. L and L Drive Inn: 1650 Liliha St Ste 201
2. University of California Berkeley: 177 Hearst Gym
3. A-1 Budget Plumbing: 1310 Hekili St #213
4. Department of Land and Natural Resources: PO Box 621
5. Pacific International Center for High Technology Research: C/O ORS 67470
6. The Massage Table Store: PO Box 1098
7. Lex Brodie's Tire and Service Center: 701 Queen St
8. United States Department of Agriculture: Animal and Plant Health Inspection Service, 3375 Koapaka St #H420, Honolulu, HI 96819
9. Hawaii State Hospital: Business Office: 45-710 Keaahala Rd
10. International Association of Administrative Professors: Hilo Chapter
11. United States Association for Small Business and Entrepreneurship: University of Wisconsin Madison
12. Research Corporation of the University of Hawaii: 2800 Woodlawn Dr, Ste 200
13. @ Once: PO Box 6130
14. Ahmed Corporation: DBA PDC System - 629A Pohukaina St, Honolulu, HI 96813
15. Martin Walder and Associates: 1600 Kapiolani Blvd Ste 714
16. Fisher Scientific: Dept LA 21160
17. Sheryl Nakamura: 1770 East West Rd (Use Most Recently Used of the Process Payment screen)